

BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 251
OCTOBER 6, 2010 – WORK SESSIONS

Public Works
Summary Minutes

Work Session was held between the County Commissioners and Public Works on Wednesday, October 6, 2010, at 9:00 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Helen Price Johnson, Chair **Staff:** Pam Dill
Angie Homola, Member
John Dean, Member

Staff Present: Bill Oakes, Director, Jack Taylor, Dave Bonvouloir, Randy Brackett

Others Present: Elaine Marlow, Budget Director, Rufus Rose

Recording Part 1 @:00:02

Add-On

Subject: 2011-2013 WSDOT Regional Mobility Grant Program - Project – Island Transit
Parker Road / SR 20 Realignment and Transit Park

Attachment: none

Proposed Action: Island Transit is applying for a Regional Mobility Grant for the realignment of Parker Road acquisition and relocation project. Island Transit is asking for a letter of support from the Public Works Department as well as a partnering commitment.

Commissioner Homola noted that Island Transit is also asking for a letter of support from the RTPPO. Normally a letter would be presented at a Board meeting, but due to time restraints (their application is due on October 7th) the letter of support has been emailed to the Board members asking for approval to have Commissioner Homola as the Chair of the RTPPO sign it.

Follow up: Bill will send a letter to Island Transit formalizing a commitment to in-kind labor in support of the project.

Roads

Subject: Honeymoon Bay Road – Temporary Construction & Permanent Drainage Easements

Attachment: Draft Temporary Construction (2) & Permanent Drainage Easements (2)

Proposed Action: Permanent Drainage Easement – Lembhard & Marjorie Howell; Honeymoon Bay Road Culvert Replacement; WO 438; Parcel 249-2300; Sec. 34, Twp 30N, R 2E; Permanent Drainage Easement – James & Anne Delimitros; Honeymoon Bay Road Culvert Replacement; WO 438; Parcel 250-3000; Sec. 34, Twp. 30N, R2E.

Temporary Construction Easement & Agreement – Martin Hochfeld; Honeymoon Bay Road Culvert Replacement; WO 438; Parcel 260-3000; Sec. 34, Twp 30N, R 2E; Temporary Construction Easement & Agreement – James & Anne Delimitros; Honeymoon Bay Road Culvert Replacement; WO 438; Parcel 250-3000; Sec. 34, Twp 30N, R 2E

Follow Up: Okay with Board to move forward to Monday's meeting.

Subject: Glendale In-Stream Repairs Contract

Attachment: none

Information: Randy briefed the Board on the following components of work for Glendale:

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- Recently completed stabilization of steep slopes on the north side of Glendale Creek.
- Work needs to be done to shore up rock that holds the road in place on the other side of the stream up by the big box culvert. (Consultant working on design.)
- Removal of asphalt, stabilization of slopes and a driveway by the Thompson's access at the Glendale road washout area is a third element of Glendale repairs.
- Stream stabilization (re-establish at a milder grade and putting wood debris into the stream). Fish window expires at the end of October; may not have enough time to get a contract in place; making inquiries with state fisheries about extending the fish window. Also discussing having County forces perform the work under the consultant's supervision.

Follow up: Randy will provide the Board with a copy of the scope of what has been discussed.

Subject: On-Call Consultant Services – Surveying: Frazier Surveying, LLC

Attachment: Consultant Agreement: PW-1020085

Proposed Action: On-Call Consultant Services – Surveying: Frazier Surveying, LLC; \$300,000.00; Expires: December 31, 2013.

Follow Up: Okay with Board to move forward to Monday's agenda.

Public Works

Subject: Methodist Church Parking Lot Lease Addendum

Attachment: Draft Lease Agreement

Proposed Action: Lease Addendum No. 6 with United Methodist Church for a "Parking Lot Lease"

agreement. Changes to the lease include, extended the period of the lease for 15 years; negotiated an HMA Overlay in 2011 rather than 2010; during the growing season provide landscape maintenance on an as-needed, on-call basis. Bill recommended continuing the lease agreement.

Elaine Marlow suggested including an escape clause in the termination provision.

Follow up: Jack Taylor will discuss the termination provision with the church and bring the lease back to the Board for their approval.

Subject: Public Works Department Purchasing Authority

Attachment: Island County Public Works Department purchases and contracts authority schedule

Proposed Action: Proposed change in the purchases and contracts authority schedule.

Follow up: Elaine will draft an ordinance for a code revision to ICC 2.30A to allow the Public Works Director/County Engineer authority to sign contracts for less than \$20,000.00 (will still require risk management review).

Parks

Subject: Henry Hollow Asbestos Removal

Attachment: Purchase Order

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Proposed Action: Purchase Order No. 9360- Environmental Abatement Services, Inc.; Asbestos Removal; \$5,667.62 (incl. WSST)

Follow up: Okay with Board to move forward to Monday's agenda.

Solid Waste

Subject: Replacement of Four Solid Rubber Loader Tires

Attachment: Memo & Purchase Order

Proposed Action: Purchase Order #6712 - SETCO for 4 each 17.5x25 Solid Rubber Tires on Rims for 2007 John Deer Front End Loader; \$14,721.00 (incl. WSST)

Follow up: Okay with Board to move forward to Monday's agenda.

**General Services Administration
Summary Minutes**

Work Session was held between the County Commissioners and General Services Administration on Wednesday, October 6, 2010, at 10:00 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Helen Price Johnson, Chair
Angie Homola, Member
John Dean, Member

Staff: Pam Dill

Staff Present: Betty Kemp, Director, Don Mason

Others Present: Elaine Marlow, Budget Director, Sheriff Brown, Wylie Farr, Carol Barnes, Martha Huyler, CASA, Jesse Stensland "Whidbey News Times" fourteen members of the public

Recording Part 1 @57:24

Aquatic Lands Enhancement Act (ALEA)

Subject: ALEA Project Agreement

Attachment: yes

Proposed Action: A grant agreement (50% match) between the State of Washington and Island County towards the Westside Camano Acquisition (Henry Hollow) project. Grant Amount: \$525,420.66

Follow Up: Okay with Board to move forward to Monday's agenda.

Animal Control/Shelter

Subject: Animal Control and Animal Shelter Amended Contracts

Attachment: Draft Animal Control Contract & Draft Animal Shelter Contract

Proposed Action: Betty noted the changes that are proposed in the contracts. A paragraph has been added to the Animal Control contract regarding specific reports that the County will be requiring. The Animal Shelter Contract has also been revised to more clearly describe what is required by the County.

The Board reviewed the Animal Shelter contract and made suggested changes. Ideas to bring in additional revenue for the program were also discussed.

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Sheriff Brown noted that in talking with the animal control staff it seems logical to move in the direction of decriminalizing some of the minor violations to infractions.

Mr. Young, with Camano Animal Control, agreed that changing some minor violations to civil infractions would save the County time and money to the general fund. Currently, it is a misdemeanor citation for having a dog off lease or not having your dog licensed; both of those could be changed to a civil citation with a \$50.00 fine attached.

Martha Huyler, CASA, pointed out that currently WAIF's contract differs from CASA's and the Animal Shelter Contract the Board is reviewing today would make them the same. The two main areas of concern have to do with payment of electricity (currently the County pays for CASA's electricity) and the implication that CASA will need automobile liability insurance regardless of whether they have an automobile or not. Martha noted that she will provide her comments and concerns to Betty Kemp via email.

Public Comment

Ed Halloran questioned why the Animal Shelter Contract was not put up for bid to attract other groups besides WAIF. Mr. Halloran submitted comments for the record.

Betty noted that they don't recommend automatically going out for bid when there has been no interest as it takes a lot of staff time.

Commissioner Price Johnson noted that this contract does not preclude someone else in the County from starting a shelter or rescue. The shelter contract is for the five days that the County is responsible for the dogs.

Commissioner Homola noted that the County needs to fix the problems with the contract prior to putting it out for bid.

Dr. Bob Baker submitted comments for the record. He noted that there was nothing in either of the contracts that deals with keeping accurate legend drug logs.

Commissioner Price Johnson said it is her understanding that those types of records are handled through veterinary services.

Betty indicated that she could spell that out in the contract.

Karen Moore noted the need for an emergency exit plan to be part of the contract.

Follow Up: Continue discussion at future work session.

Department of Emergency Services
Summary Minutes

Work Session was held between the County Commissioners and the Department of Emergency Services on Wednesday, October 6, 2010, at 10:50 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Helen Price Johnson, Chair
Angie Homola, Member
John Dean, Member

Staff: Pam Dill

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Staff Present: Dave Hollett, Director
Others Present: Elaine Marlow, Budget Director

Recording Part 1 @01:47:50

Subject: Grant Amendment “A” for Homeland Security Grant E10-26 with Snohomish DEM for the Homeland Security Program

Attachment: yes

Proposed Action: Amendment “A” to Grant Agreement with Snohomish DEM for the State Homeland Security Grant Program (SHSGP). Contract No. E10-206; Amount \$166,133.00

Follow Up: Okay with Board to move forward to Monday’s agenda.

Subject: Grant Amendment “B” for Homeland Security Grant E09-181 with Snohomish DEM for the Homeland Security Program

Attachment: yes

Proposed Action: Amendment “B” to Grant Agreement with Snohomish DEM for the State Homeland Security Grant Program (SHSGP). Contract No. E09-181; Amount \$181,799.00

Follow Up: Okay with Board to move forward to Monday’s agenda.

Add-On

Subject: Letter of Resignation

Attachment: Ltr dated 10/6/10 from Dave Hollett, to BOCC

Proposed Action: Dave Hollett informed the Board of his intent to resign from the position of Director of Island County Department of Emergency Management on October 22, 2010 to pursue another opportunity in the emergency management field as the Emergency Management Officer for Naval Hospital Oak Harbor.

Follow up: Discuss the future structure of DEM at the October 13, 2010 work session.

**Planning & Community Development
Summary Minutes**

Work Session was held between the County Commissioners and the Planning Department on Wednesday, October 6, 2010, at 11:00 a.m., in the Island County Annex Building, Commissioners’ Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Helen Price Johnson, Chair
Angie Homola, Member
John Dean, Member

Staff: Pam Dill

Staff Present: Bob Pederson, Director, Paula Bradshaw, Anthony Boscolo

Others Present: Elaine Marlow, Budget Director, Keith Higman, Aaron Henderson, Kerry Graves, Rufus Rose

Record Part 1 @02:01:20

Subject: Freeland Interim Regulations

Attachments: yes

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Information: Anthony Boscolo briefed the Board on last night's public meeting held at Trinity Lutheran Church in Freeland from 1 to 3 p.m. One additional follow-up meeting at the same location will occur on October 26, 2010 from 6 to 8 p.m.

At Monday's meeting the Board set a hearing date of October 18th to continue the Interim Official Control that regulates the use of property within the Freeland Non-Municipal UGA.

Subject: Camano Annex staffing

Attachment: none

Discussion: Discussion on staffing levels and days and hours of operation for the Camano Annex. The goal is to rotate staff from the Commissioner's Office, Heath Department and Planning so that at least two people are in the same location in the building during the hours it is open to the public. Commissioner Dean suggested having Kate Kappel staff the Commissioner's Office from 9:00 a.m. to 3:00 p.m. Monday – Wednesday. The Health Department and Planning will cover on Thursday and either cover or close on Friday.

Keith pointed out the need to provide a directory of Coupeville services for people who show up at the Camano Annex on a day they are closed and need assistance.

There was also discussion about the need for a physical barrier between the Commissioner's office and the Health and Planning area. Commissioner Dean will work with Dan Sherk to evaluate the options.

Follow up: Elaine will work with Human Resources to increase Kate Kappel's hours.

Health Department
Summary Minutes

Work Session was held between the County Commissioners and the Health Department on Wednesday, October 6, 2010, at 1:30 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Helen Price Johnson, Chair **Staff:** Pam Dill
Angie Homola, Member
John Dean, Member

Staff Present: Keith Higman, Director, Kerry Graves, Carrie MacLachlan, Suzanne Turner, Dr. Roger Case

Others Present: Elaine Marlow, Budget Director, Rufus Rose, Justin Burnett, Jesse Stensland

The first Health Department Work Session of the month is designated for informal discussion of Board of Health matters.

Record Part 2@00:15

Add-On

Subject: Septic 101

Attachment: none

Information: Aaron Henderson informed the Board that Septic 101 is officially on line.

Subject: Two Whidbey beaches get an F for water quality

Attachment: none

Information: Keith informed the Board about an article in the Everett Herald noting that a California environmental watchdog group out of Santa Monica gave Freeland County Park and Oak Harbor's City Beach Park an F rating for water quality. Keith was able to point out to the reporter that only a small percentage of beaches were actually monitored.

Subject: Controlled Substances Act

Attachment: none

Information: A bill to amend the Controlled Substances Act to provide for take-back disposal of controlled substances passed in the Senate and House and is awaiting the President's signature. The Bill authorizes the Attorney General to issue new regulations that will allow community pharmacies to offer disposal programs to accept controlled substances.

Community & Family Health

Subject: Request for exception from the competitive solicitation procurement

Attachment: yes

Proposed Action: Request for exception from the competitive solicitation procurement for contract with Dr. Christopher Spitter, MD to provide medical consultation services for the Tuberculosis Program from 1/1/11 through 12/31/11.

Follow up: Okay with Board to move forward to Monday's agenda.

Subject: Dr. Christopher Spitters – Medical Service Consultation 2011

Attachment: yes

Proposed Action: Contract No. HD-18-10 for Dr. Spitters to review clinical information and chest radiographs for TB patients undergoing screening, diagnosis, or follow-up through or under the jurisdiction of Island County Public Health

Follow up: Okay with Board to move forward to Monday's agenda.

Subject: Island County Sheriff's Office – 2011 Jail Nursing Services

Attachment: yes

Proposed Action: Contract No. HD-16 for Public Health to provide nursing services in the Island County jail in 2011.

Follow up: Okay with Board to move forward to the Board of Health's agenda.

Subject: Island County Juvenile Court Services – 2011 Juvenile Detention Center Nursing Services

Attachment: yes

Proposed Action: Contract No. HD-17-10 for Public Health to provide nursing services in the Island County Juvenile Detention Center.

Follow up: Okay with Board to move forward to the Board agenda.

**Juvenile & Family Court Services
Summary Minutes**

Work Session was held between the County Commissioners and the Juvenile Department on Wednesday, October 6, 2010, at 1:45 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

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County Commissioners: Helen Price Johnson, Chair
Angie Homola, Member
John Dean, Member

Staff: Pam Dill

Staff Present: Mike Merringer, Andrew Somers, Wylie Farr
Others Present: Elaine Marlow, Budget Director

Record Part 2@12:48

Subject: Federal Justice Program DOJ Grant

Attachment: yes

Proposed Action: Island County Adult Drug Court program was awarded a federal grant from the Office of Justice Programs. The grant award is for \$100,000.00 and will be dispersed over a 2-year time period. Part of the drug court team's obligation is to contribute a "match" or tangible method in which to contribute financially. They have proposed to meet that match by allocating a specific amount of time and energy for each drug court team member.

Follow-up: The Board supported moving forward with the grant.

Subject: Contract with Dellamas and Assoc. Inc.

Attachment: Exhibit "A"; Scope of Work & Exhibit "B" Fees for Services provided

Proposed Action: Contract with Dellamas & Assoc, Inc for chemical dependency treatment services for Drug Court; Amount: \$330.00

Follow-up: Okay with Board to move forward to Monday's agenda.

Subject: Contract with Phoenix Recovery Services LLC

Attachment: yes

Proposed Action: Contract with Phoenix Recovery Services, LLC for drug testing. Amount: Not to Exceed \$1000.

Follow-up: Okay with Board to move forward to Monday's agenda.

Sheriff
Summary Minutes

Work Session was held between the County Commissioners and the Sheriff on Wednesday, October 6, 2010, at 1:50 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Helen Price Johnson, Chair
Angie Homola, Member
John Dean, Member

Staff: Pam Dill

Staff Present: Wylie Farr, Mike Merringer, Andrew Somers
Others Present: Elaine Marlow, Budget Director

Record Part 2@20:20

Subject: Training and overtime

Attachment: none

Information: Wylie informed the Board the Sheriff's Office will be conducting a firearms qualification training session for annual certification that will involve overtime. The Sheriff has

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asked Betty Kemp for help with the training costs as it is actually a liability concern and she is looking into it and will get back to him.

Wylie also noted that the Sheriff would like to clear up an error he made about the Camano Precinct staffing levels. The Camano Precinct has a staffing of 7, the North Precinct has 8, the South Precinct has 9 and there are 5 detectives and 1 evidence officer.

Island County Treasurer
Summary Minutes

Work Session was held between the County Commissioners and the Treasurer on Wednesday, October 6, 2010, at 2:00 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Helen Price Johnson, Chair **Staff:** Pam Dill
Angie Homola, Member
John Dean, Member

Present: Ana Marie Nunez, Chief Deputy Treasurer
Others Present: Elaine Marlow, Budget Director, Rufus Rose

Record Part 2@26:50

Subject: Tax Season Overtime Request

Attachment: none

Proposed Action: Ana Marie Nunez requested approval from the Board to pay staff overtime rather than comp time during tax season. Staff with comp time already on the books used a good portion of that during the summer, but has accumulated additional comp time from the need to get the data into the new Treasurer/Assessor system. Funding for the overtime would come from the money not used for the hiring of the .5 FTE.

Follow up: The Board had no objection to the overtime, but suggested the Treasurer work with the Budget Director to make the best use of the resources they have available. It was also suggested that prior to the next tax season the Treasurer's office research the cost of equipment that would allow them to scan the checks, upload them into the system and post immediately to the bank.

Budget Director
Summary Minutes

Work Session was held between the County Commissioners and the Budget Director on Wednesday, October 6, 2010, at 11:35 a.m. and 2:05 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Helen Price Johnson, Chair **Staff:** Pam Dill
Angie Homola, Member
John Dean, Member

Staff Present: Elaine Marlow, Budget Director

Record Part 1@02:33:50

Subject: Applicant for Historical Review Committee

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Attachments: yes

Proposed Action: Consider reappointment of Ron Van Dyke to the Historical Review Committee.

Follow-up: Okay with Board to forward recommendation to Monday's agenda.

Subject: Applicant for the Northwest Workforce Development Council

Attachments: yes

Proposed Action: Consider appointment of Alerd Johnson to the Northwest Workforce Development Council.

Follow-up: Okay with Board to forward recommendation to Monday's agenda.

Subject: Applicant for the Island County Fair Association Board of Directors

Attachments: yes

Proposed Action: Consider appointed of Toni Amsler to the Fair Association Board of Directors.

Follow-up: Okay with Board to forward recommendation to Monday's agenda.

Record Part 2@35:30

Subject: Interlocal Agreement – Rural County Economic Development Funds Pioneer Way Street Reconfiguration

Attachments: yes

Proposed Action: In late December of 2007, the County awarded \$1,000,000 to the City of Oak Harbor for their Pioneer Way Street Reconfiguration project. Recently a concern was brought forward by a member of the Oak Harbor City Council that the project had changed from a two-way to a one-way street configuration. Elaine reviewed the application for the utility improvement project and recommends moving forward with the Interlocal agreement.

Commissioner Homola had some concerns that she will follow up on prior to the Board's Monday meeting.

Follow-up: Okay with Board to move forward to Monday's regular agenda.

Add-On

Budget session scheduled for tomorrow at 1:00 p.m. Elaine spoke with Dan Sherk, Betty Kemp, and Mike Merringer who are willing to make some budget adjustments that would bring the total available to put towards the Board's priorities to \$186,000.00. Superior Court would like the \$48,000.00 they are cutting out of their Juvenile Detention budget to go towards healthy baby and maternal support programs.

Elaine also spoke with Marie Taylor about the possibility of transferring some of the Civil Service secretary's duties to the Human Resources department.

Chairman's Agenda
Summary Minutes

The County Commissioners met during Chairman's portion of Work Session on Wednesday, October 6, 2010, at 2:35 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA.

Present were:

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County Commissioners: Helen Price Johnson, Chair
Angie Homola, Member
John Dean, Member

Staff: Pam Dill

Staff Present: Elaine Marlow, Budget Director

Others Present: Karen Bishop, WICD, Monte Marti, Snohomish Conversation District,
Fran Einterz, Rufus Rose

Record Part 2@01:01:25

Subject: Presentation from the Island County and Snohomish County Conservation Districts

Attachments: yes

Discussion: Karen Bishop, WICD, provided an update on their programs:

- Natural Resource Planning and Technical Assistance (Farm and Forest Planning and Engineering Projects)
- Low Impact Development
- Sustainable Farms and Forest Lands
- Groundwater Protection and Aquifer Recharge
- Public Outreach, Education and Partnerships

Monte Marti, SCD, noted that the Snohomish Conservation District has a track record of partnerships and collaboration with Snohomish County WSU Extension, Snohomish County and other conservation districts to leverage the use of available resources. The District has staff doing farm planning, Low Impact Development, stormwater management, water quality monitoring, engineering, urban forestry, habitat restoration, and public outreach.

BOARD OF COUNTY COMMISSIONERS
ISLAND COUNTY, WASHINGTON

Helen Price Johnson, Chair

Angie Homola, Member

John Dean, Member

ATTEST:

Elaine Marlow, Clerk of the Board